

**STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
DIVISION OF COASTAL & LAND USE PLANNING**

**Request for Proposals**

**2013 Hurricane Sandy Coastal Resiliency Competitive Grants Program – Additional Partners  
September 15, 2014**

**INTRODUCTION**

The New Jersey Department of Environmental Protection (Department), Division of Coastal and Land Use Planning (DCLUP) is seeking proposals for the 2013 Hurricane Sandy Coastal Resiliency Competitive Grants Program – Additional Partners. The purpose of this grant program is to provide applicants and partners within municipalities with in-depth and sustained technical assistance leading to shovel-ready projects of regional and national significance, selected based on their status as high value sites needing ecologically-based natural hazard mitigation, or their ability to be proof-of-concept models for new best practices that are not in widespread use. This will include coastal community vulnerability analysis and resiliency planning, site visits, habitat analysis, evaluation of site-specific ecologically-based natural hazard mitigation strategies, financing, and regulatory compliance assistance. This grant program will be consistent with the Coastal Zone Management rules and incentivize coastal communities to assess their vulnerability to coastal hazards by implementing ecologically-based natural hazard mitigation projects.

This grant program will provide two (2) to four (4) grant awards from a grant fund of \$424,087.00. The Department recognizes that the amount of the grant awards may not cover the full costs of project development. The grant awards will be supplemented by direct and substantial technical support from Department planning staff and partners.

This Grant Program is funded through a grant awarded by the Hurricane Sandy disaster relief appropriation through the US Department of the Interior (DOI) and is administered by the National Fish and Wildlife Foundation (NFWF). It will support projects that assess, restore, enhance or create wetlands, beaches, and other natural ecosystems to reduce communities' vulnerability to the growing risks from coastal storms, sea level rise, flooding, erosion and associated threats as well as benefit fish and wildlife.

DCLUP received the DOI/NFWF 2013 Hurricane Sandy Coastal Resiliency Competitive Grant in May of 2014 with the intent of developing, designing and delivering green infrastructure techniques that add ecological value and enhance community resiliency to coastal communities in New Jersey. Ecosystem based green infrastructure approaches can protect critical habitat and people in a cost effective manner but there is no systematic approach for developing or delivering green infrastructure or for determining which communities are candidates for such approaches. As such, New Jersey's grant convenes a project team ("team") to systemically identify successful strategies, develop them into clear, ready-to-use local actions, assess large numbers of communities for the applicability of these strategies, and work with a number of pilot communities to create quick wins and success models that will drive further adoption throughout the State. The team includes the NJ Department of Environmental Protection (NJDEP), Sustainable Jersey (SJ), National Wildlife Federation (NWF), U.S. Army Corps of Engineers (USACE), and members of the New Jersey Sea Grant Consortium. Additional partners include nine pilot communities that will complete specific ecologically based resiliency projects with project team assistance.

## **FUNDING OPPORTUNITIES**

This funding will support proposals to develop ecologically based natural hazard mitigation projects consistent with the Coastal Zone Management (CZM) rules, found at N.J.A.C. 7:7E. The proposals will have two components: the Restoration and Resiliency Preliminary Project and a Coastal Vulnerability Assessment Report as described below.

### **Restoration and Resiliency Preliminary Project Proposal**

Grant requests will be considered for projects that restore, enhance or create naturally functioning habitats or ecological systems for the benefit of communities and fish and wildlife species. Projects should demonstrate how they protect and enhance resiliency of natural systems and help to mitigate the impacts of future storms and other naturally occurring events on communities, fish and wildlife. Projects should result in measureable and observable improvements to these systems.

- Projects can be conducted on Federal, state or local government lands or private lands where there is a sufficient commitment to the protection of those lands for conservation purposes.
- Applicants will be required to provide sufficient documentation that the project expects to receive or has received all necessary permits and clearances to comply with any Federal, state or local requirements.
- Projects should describe the measurable outcomes (i.e. acres of wetlands and marsh created, miles of dunes and beaches replenished, miles of shoreline restored, number of communities integrating resiliency into future land use planning, etc.) anticipated through project implementation and highlight how these outcomes will enhance resiliency for the benefit of communities and fish and wildlife.
- Furthermore, projects should support habitat and restoration goals of the Department of the Interior and its bureaus and complement state and local conservation priorities, including State Wildlife Action Plans (SWAPs), which are consistent with the goals of this program.
- Applicants are strongly encouraged to include a voluntary component that allows for citizens, students and others to participate.

Examples of restoration activities that are eligible for funding through this program include, but are not limited to:

- Sub-tidal Habitat
  - Build or restore oyster reefs
  - Replant submerged aquatic vegetation (SAV)
- Beaches and Dunes
  - Restore and enhance beach, bluff and/or dunes
  - Re-vegetate native plant communities
  - Rebuild and stabilize critical nesting islands
  - Install living shorelines
  - Rebuild lower beach habitat
- Wetlands and Marshes
  - Clear large debris and hazardous material from habitats, including wetlands
  - Plant or replant with native vegetation
  - Restore tidal hydrology
  - If appropriate install structures to protect against erosion and habitat loss

- Near-Coastal Freshwater Habitat
  - Assess and repair water control structures and pumps for managed wetlands and freshwater pond areas
  - Rebuild vernal pools and restore freshwater impoundments
  - Repair channels between estuaries and ponds allowing for freshwater return
  - Restore breached dikes
- Coastal Forests
  - Take reasonable measures to prevent against salt water intrusion
  - Plant or replant areas suitable for forest habitat with native species
- Inland Rivers and Streams
  - Riparian buffer restoration and creation
  - Stream restoration
  - Dam removal
  - Culvert replacement, upgrade or repair
  - Floodplain reconnection

### **Coastal Vulnerability Assessment Report**

In addition to the Restoration and Resiliency Preliminary Project Proposal applicants shall also develop a report assessing a community's vulnerability to coastal hazards.

Applicants will perform a coastal hazards assessment that shall include the following minimum elements consistent with the Department's Coastal Community Vulnerability Assessment and Mapping Protocol (CCVAMP) and produce a CVA Report. Please see Appendix C for more information.

1. Coastal Vulnerability Index
2. Getting to Resilience – Policy and Plan Assessment
3. Coastal Vulnerability Assessment
4. Findings/Recommendations

The Department will produce the Coastal Vulnerability Index and provide technical assistance in its use to assess a community's vulnerability to coastal hazards.

Up to \$10,000 may be allocated for development of the CVA Report.

### **APPLICANT ELIGIBILITY**

Applicants for partnership on projects to be funded by this grant may be:

- 1) Qualified individuals and organizations capable of carrying out technically sound and feasible activities within proposed projects, and/or
- 2) Local entities able to ensure the long-term sustainability of the project and/or integration of the project into local programs and policies, such as, but not limited to, local government agencies, local watershed groups, and communities' leaders

located within New Jersey municipalities which contain lands and tidal waters subject to public trust rights are eligible. The CZM rules, at N.J.A.C. 7:7E-3.50(a), define such lands as follows:

“Lands and waters subject to public trust rights are tidal waterways and their shores, including both lands now or formerly below the mean high water line, and shores above the mean high water line. Tidal waterways and their shores are subject to the Public Trust Doctrine and are held in trust by the State for the benefit of all the people, allowing the public to fully enjoy these lands and waters for a variety of public uses. Public trust rights include public access which is the ability of the public to pass physically and visually to, from and along the ocean shore and other waterfronts subject to public trust rights and to use these lands and waters for activities such as navigation, fishing and recreational activities including, but not limited to, swimming, sunbathing, surfing, sport diving, bird watching, walking, and boating. Public trust rights also include the right to perpendicular and linear access.”

For a complete listing of all 231 eligible municipalities that contain tidal waters, please see the Department's Public Access website at <http://www.state.nj.us/dep/cmp/access/mpamunis.htm>.

In addition, the following CAFRA municipalities are eligible: Holmdel Township, Jackson Township, Lake Como Borough, Lakehurst Borough, Lakewood Township, Manchester Township, Ocean Township, and Woodbine Borough.

## **GUIDELINES FOR GRANTS**

### **A. Grant Awards**

Proposals are eligible for a portion of the \$424,087.00. The Department reserves the right to award grants totaling less than requested in the submitted proposal due to funding limitations and/or based on the evaluation of the proposal.

### **B. Project/Award Period**

The grant award period for proposals will be July 1, 2015 – December 31, 2016. Project partners must be prepared to begin implementation within three (3) months of July 1, 2015 and complete the project by December 31, 2016.

### **C. Eligible Costs**

Costs associated with a Restoration and Resiliency Preliminary Project Proposal:

- Personnel (Salaries/Fringe Benefits)
- Contractual Services (Consultants and Subcontractors)
- Other Direct Costs (e.g., equipment & supplies, printing, mailings, public notice publication).

Costs incurred during the grant award period are eligible. Costs associated with grant-required activities (i.e. kickoff meeting) that occur prior to the execution date of the grant agreement, but after the applicant receives written confirmation of grant award, may be eligible with Department approval.

This DOI/NFWF Grant program requires non-Federal matching funds and/or in-kind services valued at a minimum of 25% of total project costs. Therefore, partners that can contribute non-Federal matching funds and in-kind services will be prioritized.

Grant funds may not be used to support political advocacy, lobbying or litigation. Grant funds may not be used for costs associated with ongoing efforts to comply with legal requirements, including permit conditions, mitigation and settlement agreements. Grant funds may not be used for land acquisition.

#### **D. Anticipated Schedule**

The following table provides a timeline of events to occur within the 2013 funding cycle.

<b>Action</b>	<b>Responsible Party</b>	<b>Deadline</b>
Request for Proposals	Department	9/15/2014
Proposal Submission Deadline	Applicant	11/14/2014
Final Funding Decisions	Department	2/6/2015
Final Grant Package	Grantees	7/1/2015

#### **E. Grant Agreement**

Grantees selected for funding shall be required to enter into a Grant Agreement with the Department (DEP-069G) and comply with all applicable federal, state, and local laws, rules, regulations and policies set forth therein. A copy of the Department's Standard Grant Agreement will be provided upon request.

#### **F. Geographic Information System Data**

Any projects that require the use of GIS data or mapping must follow the Department's Mapping and Digital Data Standards (2006): <http://www.state.nj.us/dep/gis/njdepstandards06.pdf>.

#### **G. Limitation of Liability**

In no event will the Department be responsible for statement of qualification and proposal preparation costs if this program is cancelled, or if proposals are not awarded a grant. Publication of this announcement does not obligate the Department to award a grant to or fund any specific project.

### **PROPOSAL REQUIREMENTS**

#### **A. Proposal Deadline**

In order for the grant application to be considered complete, and thus move forward within the funding determination process, the items outlined below must be submitted to the following address no later than 5:00 PM on **November 14, 2014** (postmarked, or stamped "received" if hand delivered) in order to be considered. Any project proposal that does not meet this deadline shall not be eligible for funding.

#### **Proposals shall be submitted to the following address:**

Attention: Elizabeth Semple  
New Jersey Department of Environmental Protection  
Office of coastal and Land Use Planning  
401 East State Street, 7<sup>th</sup> Floor  
PO Box 420, Mail code 401-07C  
Trenton, New Jersey 08625-0420  
Attn: 2013 Hurricane Sandy Coastal Resiliency Competitive Grants Program

#### **B. Proposal Submission and Format**

Three (3) hard copies and one (1) electronic copy of the complete proposal for grant projects must be submitted. The electronic copy should be provided on a CD and submitted along with the hard copies of the proposal. DCLUP requests, but does not require, that the electronic copy also be submitted via email ([njczm@dep.nj.gov](mailto:njczm@dep.nj.gov)).

The application shall be no more than ten (10) pages. All proposals should be single-spaced, using twelve (12)-point Times New Roman font. The only appendices or supplemental information that will be considered include letters of support from project partners, detailed descriptions of the qualifications of any known sub-awardee or contractor, and required maps.

**The submitted proposal must include the Proposal Requirements Checklist Form found at Appendix D of this RfP.**

Please note: if the proposal package is not prepared by the applicant, the package must include a letter from the applicant stating approval of the package and intent to become the grantee.

### **C. Required Information**

The following information is required as part of each proposal.

#### Proposal/Applicant Information

- Project Title
- Applicant organization's name, address, and phone number
- Contact person's name, address, phone number, and e-mail address
- Names, addresses, phone numbers, and e-mail addresses of all contact persons and organizations serving as project partners
- County
- Total project cost, including any match contributed by the applicant or project partners
- Project Category: Restoration and resiliency project
- Grant amount requested
- Date of statement of qualifications and restoration and resiliency project proposal

#### Statement of Qualifications

Applicants for partnership on projects to be funded by the grant may be:

- 1) Qualified individuals and organizations capable of carrying out technically sound and feasible activities within proposed projects, and/or
- 2) Local entities able to ensure the long-term sustainability of the project and/or integration of the project into local programs and policies, such as, but not limited to, local government agencies, local watershed groups, and communities' leaders within the eligible municipalities listed above.

All statements of qualifications for partnerships with the Department must include the following information:

- Description of the applicant's expertise and experience consistent with the successful completion of a restoration and resiliency project. Said expertise may include, but not be limited to, technical proficiency, local knowledge and efficacy, and communication capability. Demonstrate that the project team is well qualified and factors such as permits and approvals are addressed adequately. Applicants should include resumes of key staff.
- Applicants should include examples of completed projects that demonstrate appropriate expertise;

#### Letters of Resource Commitment and/or Support

DCLUP encourages all applicants to seek partners with whom they may join to achieve project goals and objectives and to ensure the long-term sustainability of the project. Letters of resource commitment, or

other support, from all partners and project participants that the applicant would like considered in the Department's evaluation must be included in the grant proposal, as applicable.

Letters of resource commitment should reference any tasks for which the partner is identified as the responsible party in the project implementation schedule. These letters should describe their commitment to the project in terms of time, money, and/or effort. Such descriptions of commitment may include, but are not limited to: hours and/or cost of in-kind professional services, assistance in accessing and evaluating data, participation in project-related meetings, development and distribution of educational materials. Letters of resource commitment must be included with the grant proposal, or the DCLUP cannot guarantee that the letters will be taken into consideration.

Letters and/or resolutions of support that do not specify a resource commitment will also be considered in the proposal evaluation.

#### Project Goal(s) and Measurable Outcome(s) Statement(s)

Identify the goal(s) and measureable outcome(s) of the proposed project (ie reduce communities' vulnerability to coastal storms.) Projects should describe the measurable outcomes (i.e. acres of wetlands and marsh created, miles of dunes and beaches replenished, miles of shoreline restored, number of communities integrating resiliency into future land use planning, etc.) anticipated through project implementation and highlight how these outcomes will enhance resiliency for the benefit of communities, fish and wildlife. Applicants must provide a separate Goal Statement for the Restoration and Resiliency portion of this proposal and the CVA Report portion of this proposal.

#### Tasks

Identify the specific tasks required to complete the proposed project and meet the Project Goal(s) and Measurable Outcome(s) Statement(s). This section must detail how each task will be achieved, and which tasks will be taken to achieve each of the goal(s). Applicants must provide a separate list of Tasks for the Restoration and Resiliency portion of this proposal and the CVA Report portion of this proposal.

Tasks are concise statements of the activities that must take place to achieve the desired goal(s). Tasks should:

- Provide concrete steps that will be taken to achieve the project goals;
- Identify who will be responsible for each task (including project partners);
- Identify the applicant's and project partner's roles in achieving the objective; and
- Demonstrate how each will achieve completion of or progress toward completion of the project.

#### Implementation Schedule

A complete proposal must include a project implementation schedule listing the tasks and their associated deliverables for each project goal. The schedule should also identify the party responsible for each task and the duration of time associated with completing each task. Specific calendar months of the year should be specified, listed from July 1, 2015 to December 31, 2016. Applicants must provide a separate Implementation Schedule for the Restoration and Resiliency portion of this proposal and the CVA Report portion of this proposal.

The table below is an example of a suitable format for the required schedule. This format is recommended, but not required.

<b>Task</b>	<b>Responsible Party</b>	<b>Time Frame</b>	<b>Anticipated Start Month</b>	<b>Anticipated Completion Month</b>	<b>Project Deliverable</b>
Task 1	Lead Agency or Partner's Name	Month, Year	Month, Year	Month, Year	Ex. Location Map
Task 2	Lead Agency or Partner's Name	Month, Year	Month, Year	Month, Year	Ex. Apply for ____ Permit
Task 3	Lead Agency or Partner's Name	Month, Year	Month, Year	Month, Year	Ex. Kickoff meeting

Once grants have been awarded, the Department will schedule a kick-off meeting with each grantee. The Department anticipates that a minimum of two (2) progress meetings will be scheduled during the work period to ensure any questions or concerns are met on a timely basis. Additional meetings between Department staff, local officials, and other experts will be required for development of the CVA Report.

#### Budget

A complete proposal must include a budget that identifies the costs for each task and a subtotal for each deliverable [five (5) Quarterly Progress Reports and one (1) Final Report and major project costs]. Applicants must provide a separate Budget for the Restoration and Resiliency portion of this proposal and the CVA Report portion of this proposal.

The budget must also address each of the following categories, as applicable:

- Personnel (Salaries/Fringe Benefits) – including in-kind services and other financial contributions
- Contractual Services (Consultants and Subcontractors)
- Other Direct Costs (e.g., equipment & supplies, printing, mailings, public notice publication)

This DOI/NFWF Grant program requires non-Federal matching funds and/or in-kind services valued at a minimum of 25% of total project costs. Therefore, applicants and partners that can contribute non-Federal matching funds and in-kind services will be prioritized. In kind and matching services should be indicated with the budget.

The table below is an example of a suitable format for the required budget. This format is recommended, but not required.

<b>Task #</b>	<b>Project Deliverable</b>	<b>Responsible Party</b>	<b>Budget Category</b>	<b>Cost (Grant Funds)</b>	<b>Cost (In-kind funds)</b>
Task 1	Location Map	Consultant	Contractual	\$xxx	\$xxx
Task 2	Apply for ____ Permit	Municipal Planner	Personnel	\$xxx	\$xxx
Task 3	October 1, 2015 Quarterly Report	Municipal Administrator	Personnel	Total cost for October 1, 2015 Quarterly Report	

Please note: grant awards are provided in reimbursement for costs associated with project development. Upon submittal of the Quarterly Progress Reports (see above and Appendix A), the Department shall process payment for reimbursement of funds expended during the quarter being reported. Final payment will be made to grantee upon submittal of the Grant Summary Final Report.

#### Other Project Specific Information



The following items are required to be included with the project proposal:

- Locational map with municipal boundary, adjacent municipalities, major roads and tidal water bodies;
- Description of data and/or products already in hand that support completion of the proposed project. Ex. Existing of coastal hazards assessments, Getting to Resiliency Questionnaire. Please do not provide copies of such data and/or products as part of the proposal;
- Type of community (e.g. beachfront, back bay, urban, rural, developed, undeveloped). Identify all that apply;
- Size of municipality (acres, not square miles);
- Municipal population (size of both summer and year-round population served, as applicable);
- Engagement of youth and veterans;

## **REQUIRED DELIVERABLES**

### **A. Quarterly Progress Reports**

Each funded applicant will be required to provide Quarterly Progress Reports. Three (3) hard copies and one (1) electronic version must be submitted to the Department. See Appendix A for details.

### **B. Grant Summary Final Report**

Three (3) hard copies and one (1) electronic version of the final report must be submitted to the Department upon completion of the project. The Department must deem the final report acceptable prior to the release of final payment to the grantee. A final report will be deemed acceptable if it meets the requirements of the CZM rule (7:7E), as summarized in Appendix B.

### **C. CVA Report**

Three (3) hard copies and one (1) electronic version of the CVA Report must be submitted to the Department upon completion of the project. The Department must deem the CVA Report acceptable prior to the release of final payment to the grantee. The CVA Report will be deemed acceptable if it meets the requirements outlined in Appendix C.

## **EVALUATION CRITERIA**

Projects will be assessed based on the following:

### **A. Other Objectives**

The Department is seeking to evaluate the Restoration and Resiliency Preliminary Project proposals and will seek to provide grant awards to two-three applicants. Beyond the Department's evaluation of the submitted proposals, the Department will also consider awarding grants based on, but not limited to, the following criteria:

- Existing products (Statement of Qualification, Getting to Resilience Report,) that will help support completion of the proposed project
- Municipal location within the State
- Type of community (e.g., beachfront, back bay, urban, rural, developed, undeveloped)
- Size of municipality (number of acres; population size served)
- Types of coastal hazards assessments previously conducted (if applicable)
- Impacts on tidal flooding or flooding from storm events (if applicable)
- List any permits required and if any have been acquired to complete project.

The specific criteria utilized will be dependent on the number and type of grant applications submitted in response to this RfP.

### **B. Project Design**

Consideration will be given to the description, nature, and extent of the project activities, as well as how the activities will address the goals and tasks outlined in the proposal.

### **C. Project Viability**

Projects will be assessed based on their ability to complete the project in accordance with the CZM rule (7:7E) and a CVA Report, as applicable and as summarized in Appendix C.

### **D. Cost Effectiveness**

Project costs will be evaluated for overall cost effectiveness (i.e., the maximum product output per dollar spent), as well as the average costs of products and services proposed.

### **E. Applicant Resources, Ability, and Past Performance**

The applicant's demonstration that they possess the resources and ability necessary to perform the proposed project and the capability and authority to implement the project will be considered. If the applicant has previously received grant funding from the OCLUP, or its predecessor(s), regardless of funding source, past and current performance under the applicable grant agreement(s) will be taken into consideration. Timeliness, cooperation with Department staff and partners, and goal achievement will all factor into this evaluation.

### **F. Other Funding/In-Kind Services**

This DOI/NFWF Grant program requires non-Federal matching funds and/or in-kind services valued at a minimum of 25% of total project costs. Therefore, applicants and partners that can contribute non-Federal matching funds and in-kind services will be prioritized.

## **AVAILABLE TOOLS**

Coastal Vulnerability Assessment (CVA): The Department developed the *Coastal Community Vulnerability Assessment and Mapping Protocol* (CCVAMP) to help coastal decision-makers understand and address the full spectrum of factors that influence community resilience. The CCVAMP is intended to provide coastal communities with the information needed to assess their vulnerability and resilience to coastal hazards (i.e. storm surge and sea level rise). The CCVAMP guide is available at <http://www.state.nj.us/dep/cmp/docs/ccvamp-final.pdf>.

DCLUP will provide the municipality with the mapping information (the Coastal Vulnerability Index, or CVI) that is required in the first portion of the CCVAMP. The CVI provides a visual assessment of the areas that are at risk to coastal hazards within a municipality. DCLUP can facilitate completion of the remaining portions of the CCVAMP which include using the CVI to assess local social, built, and environmental factors.

Getting to Resilience: Getting to Resilience is a questionnaire designed by the Department, that assists a municipality in considering risk analysis with existing planning documents. The Jacques Cousteau National Estuarine Research Reserve (JC NERR) has created an online Getting to Resilience tool (<http://prepareyourcommunitynj.org>). The tool will provide recommendations for future action, as well as show how these actions correlate to "points" through programs such as FEMA's Community Rating System, Hazard Mitigation Plan Rewriting, and the Sustainable Jersey® program. This process will require several meetings among DCLUP staff, local officials, and other experts.

**For additional information, please contact Elizabeth Semple in the Division of Coastal and Land Use Planning at [Elizabeth.Semple@dep.state.nj.us](mailto:Elizabeth.Semple@dep.state.nj.us) or 609-984-0058.**

## **Appendix A**

### **Quarterly Progress Reports**

For applicants granted awards for the development of Restoration and Resiliency projects and CVA Reports, Quarterly Progress Reports shall be required as a method to ensure that the project is proceeding toward completion of the Restoration and Resiliency project and the CVA. The Report shall be submitted to the Department. The Report shall provide an update and explanation of the project status, certification by the grantee's financial officer that all grant funds, to date, have been expended solely on eligible costs and a statement of anticipated deliverables for the next quarter. This report must follow the format outlined below.

The reporting period for the Quarterly Progress Reports ends after every 3 month period starting from July 1, 2015. The report must be submitted within 30 days of the end of the quarter. Therefore, a total of five (5) Quarterly Reports will be submitted by October 30, 2016 within the 18 month grant period.

Upon submittal of the Quarterly Progress Report, the Department shall process payments for reimbursement of funds expended during the quarter being reported.

#### Quarterly Progress Reports Requirements

Title Page/Cover

Project Title

Project Identification Number

Contact person or project manager, address/telephone number of grantee

Project Team

Reporting Period

1. Summary of Progress to Date

The summary must include major project activities implemented, progress in attainment of project objectives, timelines, percentage of task complete, etc.

2. Slippage Report

The slippage report must describe any deviation from the project timeline or budget, along with an explanation and revised timetable, budget, and completion schedule. This report must describe any problems encountered in project implementation, such as unanticipated events and their consequences, along with a description of the solutions applied (which should cross-reference the slippage report, as applicable).

3. Expenditure Report

An expenditure report, also known as Attachment C in the executed grant agreement, for the grant award and required match must be submitted with the Quarterly Progress Reports. If there are no expenditures for the work period, the expenditure report must be submitted indicating \$0 in the total. Fiscal information should include time sheets, phone logs, mileage logs, invoices, and receipts for expenditures related to the project. This information must be certified by the grantee's chief financial officer.

4. Additional Information

Additional information to be submitted with the Quarterly Progress Report includes, but is not limited to:

- Copies of Permit received
- Attendance sheets, if applicable.

## **Appendix B**

### **Grant Summary Final Report**

For applicants granted awards for the development of a Restoration and Resiliency project and a CVA Report, a Grant Summary Final Report shall be required

The reporting period for the Grant Summary Final Report ends December 31, 2016 and the report is due to the Department on January 30, 2017. It shall provide an explanation of the major grant events, grant expenditures, and reports. The Grant Summary Final Report shall also include certification from the grantee's financial officer that all grant funds have been expended solely on eligible costs, and accrued prior to the end of the Grand Award Period. This report must follow the format outlined below. Costs will not be reimbursed until the final progress report demonstrating the completion of the project has been received. At that point remaining monies of the grant award may then be released

#### Grant Summary Final Report Requirements

Title Page or Cover

Grant Identification Number

Project Title

Reporting Period Covered

Project Team

Principal Contact Person: name, address, and phone number

Date of project completion

Date of final report

Grant source: 2014 Hurricane Sandy Coastal Resiliency Competitive Grant

#### Executive Summary

A brief summary of the final report, including major findings, must be provided. Discuss whether the overall goal and measurable outcome(s) of Restoration and Resiliency project were met

#### Expenditure Report

An expenditure report in the executed grant agreement must be submitted with the Final Report. Fiscal information should include time sheets, phone logs, mileage logs, bills, and receipts for expenditures related to the project. This information must be certified by the grantee's chief financial officer.

#### Grantee's Signature

The signature of the grantee must be provided, attesting to completion and accuracy of the final report and authorizing its publication and submission/release to the Department for the Department's use.

#### Appendices

The report is to include any and all products (e.g. reports, documents, maps,) developed as a result of the grant. Provide sufficient documentation that the project has received all necessary permits and clearances to comply with any Federal, state or local requirements.

#### Additional Information

Address any Problems/Issues discussed in the Quarterly Progress Report and how they were dealt with and/or resolved.

Information gathered here will be used to inform to improve future funding of grants.

## **Appendix C**

### **Coastal Vulnerability Assessment Report**

A Coastal Vulnerability Assessment (CVA) Report is intended to provide coastal municipalities with the opportunity to assess their vulnerability to coastal hazards and identify opportunities to address those issues.

The CVA Report shall include the following sections, at a minimum:

1. Community Description

2. Vulnerability Assessment

Policy and planning should be guided by an awareness of what community assets are located in areas of high risk to coastal hazards. The Division of Coastal and Land Use Planning (DCLUP) will provide the municipality with a Coastal Vulnerability Index (CVI) and additional information on which to base a Vulnerability Assessment. The municipality, DCLUP and other partners will work cooperatively to develop a Vulnerability Assessment that identifies key assets and analysis of how they have been, and potentially will be, impacted by coastal hazards. Inundation scenario mapping, local planning documents, and local experiences will all be used in this process.

The CVA Report shall include, at a minimum:

- a. Identification of Vulnerabilities: examples are erosion, storm events, tides, winds, etc.
- b. CVI: By combining potential inundation scenarios and natural features of the landscape with historic flooding and erosion, a baseline of risk is determined.
- c. Vulnerability of the Built Environment: examples are infrastructure, community facilities, recreational destinations, evacuation routes, etc.
- d. Vulnerability of the Natural Environment: examples are habitat and species, scenic and recreation resources, hazardous waste sites, sewage treatment plants, agriculture sites, etc.
- e. Social Vulnerability: examples are population density, low-income families, nursing homes, etc.

3. Getting to Resilience

This on-line tool works in conjunction with the vulnerability assessment and will assist communities to assess their planning documents for, and provide recommendations, to reduce the community's vulnerability to coastal hazards.

The CVA Report shall include, at a minimum:

- a. Summary of the online process
- b. Recommendations based on the municipalities level of preparedness and linked to FEMA's Community Rating System and Sustainable Jersey.

4. Findings and Recommendations

Discuss the findings of the vulnerability assessment and Getting to Resilience. Discuss what actions have already been taken to alleviate the municipality's impact to coastal hazards and how these actions have or have not worked. Determine what planning goals, strategies, and priority actions are most urgent to alleviate a municipalities risk to coastal hazards. Discuss alternatives to address current and potential problems that impact a municipality.

**Appendix D**  
**Proposal Requirements Check-List Form (REQUIRED)**

This document is intended to ensure that all of the information required in the RfP is included in the submitted proposal. All proposal requirements can be found in the full text of the RfP. Provide applicable information and check-off all that apply. This document must be submitted with the proposal.

**Project Title:**

**Applicant:**           Name of Primary Applicant  
                              Name of Associated Municipality (if applicable)  
                              Street Address  
                              Town, State, Zip Code  
                              Phone

**Contact(s):**           Contact Person, Title  
                              Partner Organization  
                              Street Address  
                              Town, State, Zip Code  
                              Phone  
                              Email

**Project Partner(s):**   Partner Organization  
                              Contact Person, Title  
                              Street Address  
                              Town, State, Zip Code  
                              Phone  
                              Email

**County:**

**Total Project Cost:**

**Grant Amount Requested:**

**Date of Proposal:**

**Submittal Requirements:**

- ☐ Three (3) hard copies submitted
- ☐ One (1) electronic copy submitted via CD and/or through email

**Proposal Requirements:**

For a proposal that will result in development of a Restoration and Resiliency project proposal and CVA Report:

Restoration and Resiliency Project Proposal

- ☐ Statement of Qualifications
- ☐ Letters of Resource Commitment and/or Project Support
- ☐ Project Goal(s) and Measurable Outcome(s) Statement(s)
- ☐ Tasks Statements that include a detailed description of the need and outcome of each task and how that task will help achieve the project goal(s).

- ☐ Project Implementation Schedule that identifies the party responsible for each task, the duration of time associated with completing each task (month of the year) and the outcome of each task.
- ☐ Budget that identifies the costs for the quarterly and final reports and a subtotal for each deliverable

**CVA Report**

- ☐ Letters of Resource Commitment and/or Project Support for a CVA Report
- ☐ Project Goal(s) Statements for a CVA Report
- ☐ Tasks Statements CVA Report that include a detailed description of the need and outcome of each task and how that task will help achieve the project goal(s).
- ☐ Project Implementation Schedule for a CVA Report that identifies the party responsible for each task, the duration of time associated with completing each task (the month of the year) and the outcome of each task.
- ☐ Budget for a CVA Report that identifies the costs for the report

**Information pertaining to the Grant Objectives:**

- ☐ Location map
- ☐ Description of existing data and/or products relating to a Restoration and Resiliency Project Proposal or CVA Report
- ☐ Type of Community
- ☐ Size of Municipality
- ☐ Types of coastal hazards assessments previously conducted (if applicable)
- ☐ Impacts on tidal flooding or flooding from storm events
- ☐ List any permits required and if any have been acquired to complete project.